

Summary of the
NELAC Program Policy and Structure Committee Meeting
April 9, 1997

The National Environmental Laboratory Accreditation Conference Program Policy and Structure Committee convened by teleconference on Wednesday, April 9, 1997. Dr. Kenneth Jackson, Chair of the Committee, led the meeting. A list of Action Items is provided in Attachment A and a list of participants is given in Attachment B. Material distributed to Committee members included an agenda of the meeting, amendments to Chapter 1 and the combined language of section 1.6.4.1 and 1.7.3.

Dr. Ken Jackson opened the meeting by going over the revisions that had been made in Chapter 1 (these revisions were faxed to all members). Additional changes in the Chapter are as follows:

- Page 2, second paragraph, second sentence. Change the sentence to read, “. . . The goal of NELAP is to foster cooperation **among** . . . ”
- Page 3, 1.1.4, first sentence - change the word “know” to “**known**.”
- Page 10, 1.6.2.3.2, second paragraph, first sentence - Change the word “retain” to “**exercise**” and delete the word “the” after its.
- Page 10, 1.6.3, third sentence - Change the sentence to read, “. . . , the **accrediting** authority assumes the responsibility . . . ”
- Page 16, the paragraph beginning with “The Accrediting Authority Review Board,” second sentence should be changed as follows: “The **AARB** shall include one member from EPA and at least two members from the States. The **AARB** annually . . . ” All members are appointed by the NELAC Director following consultation with the Board of Directors. Each member shall serve **five** years with **one** member appointed annually.

Ms. Mourrain will place the issue of **Selection of the AARB Committee**, on the agenda for discussion during this month’s Board of Directors conference call.

- Page 16, 1.7.4, third paragraph, first sentence. Strike “the seven” and insert “**eight**” before EPA Assistant/Associate Administrators, . . . ”
- Page 21, 1.8.2.2, fourth paragraph. Sentence should be changed to read, “Conclusions and **findings** of the interim meeting shall be provided to the participants . . . ”
- Page 22, 1.9 - The first sentence of 1.9.10 will be moved to go immediately after the title. It will read “Laboratories must meet all relevant EPA program

requirements, including quality assurance/quality control, use of specified methods, and other criteria.

- Page 22, 1.9.1 - delete “overview” and insert “**Fields of Testing**” as the title.
- The last sentence should be changed to read, “. . . automatically result in loss of **accreditation** of all other analytes . . . ”

Dr. Jackson is to send members a copy of the Proficiency Testing (PT) discussion paper from Mr. Tim Cogner and the letter he wrote in response stating the Committee’s views.

- Page 23a, second and third sentences - add the word “An” before the first word in each sentence. Put a period after assessment in the last sentence and strike the remainder of the sentence.
- Page 24, delete 1.9.10. (First sentence moved to 1.9)

A discussion ensued on Chapter 5. Dr. Jackson will write a letter to Ms. Silky Labie explain the inconsistencies between Chapter 1 and Chapter 5 and ask her to join this Committee on the next conference call. Mr. Jerry Parr is to send Committee Members a copy of the information he has from Mr. Scott Siders and Ms. Labie.

Ms. Mourrain stated that the Committee should submit the Chapters to the Coordinating Committee now. Any additional revisions or changes can be made later.

Dr. Jackson is to incorporate the changes and fax them to Ms. Carolyn Cross who will incorporate them into final form for submission to the Coordinating Committee.

Dr. Jackson explained the changes to the Constitution and By-laws decided at the Interim meeting.

The issue of certification of field samplers was discussed. Dr. Jackson is to contact Mr. Dan Bivins, Office of Air Quality Planning and Standards, for his input on the issue and possible participation in a future Committee conference call.

The issue of establishing a new standing committee was discussed. The Board requested that the committee define the criteria for a standing committee. This was tabled for a later meeting.

The agenda item on the rotation of members was also discussed. Ms. Mourrain has a nomination form for ELAB which she will revise for information on nominees for the NELAC committees. She also stated that a list existed of people interested in serving on the committee. Mr. Ted Coopwood will send the list to Dr. Jackson.

ATTACHMENT A

ACTION ITEMS
NELAC Program Policy and Structure Committee
April 9, 1997

Item No.	Action	Date Completed
1.	Ms. Mourrain will place the issue of "Selection of the AARB Committee" on the agenda for discussion during this month's Board of Directors conference call.	
2.	Dr. Jackson is to send members a copy of the PT discussion paper and the letter he wrote in response to the paper stating the Committee's views.	
3.	Dr. Jackson will write a letter to Ms. Silky Labie explaining the inconsistencies between Chapter 1 and Chapter 5 and ask her to join this Committee on the next conference call.	
4.	Mr. Jerry Parr is to send Committee Members a copy of the information he has from Mr. Scott Sider and Ms. Labie.	
5.	Dr. Jackson is to incorporate the changes into the Chapter and Constitution and By-laws and fax them to Ms. Carolyn Cross who will incorporate them into final form for submission to the Coordinating Committee.	
6.	Dr. Jackson is to contact Mr. Dan Bivins, Office of Air Quality Planning and Standards, for his input on the issue of certification of field samplers and to see if he would be willing to participate on one of the Committee's future conference calls.	
7.	Ms. Mourrain is to revise the nominating form for possible use in selection of future members of the Committee. She will send copies to members by next week.	

Attachment B

List of Participants
 NELAC Program Policy and Structure Committee Meeting
 April 9, 1997

Name	Affiliation	Phone Numbers
Pauline Bouchard	MN Dept. Of Health	Tel: 612-623-5331 Fax: 612-623-5514
Henry B. Bradford (Absent)	LA State Dept. Of Health and Hospitals	Tel: 504-568-2545 Fax: 504-568-5393
Steve Clark	USEPA, OW	Tel: 202-260-7575 Fax: 202-260-3762
Ted Coopwood	USEPA	Tel: 202-233-9358 Fax: 202-260-9651
Marcia Davis	Dept. Of Defense, Corps of Engineers	Tel: 402-697-2555 Fax: 402-697-2595
Kenneth Jackson Chair	N.Y. State Department of Health	Tel: 518-485-5570 Fax: 518-485-5568
Robert Luna	City of Longmont Water/Waste Water	Tel: 303-651-8666 Fax: 303-682-9543
Tom McAninch	Eastman Chemical Co.	Tel: 903-237-5473 Fax: 903-237-6395
Marlene Moore (Absent)	Advanced Systems, Inc.	Tel: 302-834-9796 Fax: 302-995-1086
Jeanne Mourrain	USEPA	Tel: 919-541-1120 Fax: 919-541-4101
Jerry Parr	Quanterra Environmental Services	Tel: 303-467-6611 Fax: 303-467-9136
Pat Royal (Absent)	Springborn Laboratories, Inc.	Tel: 508-295-2550 Fax: 508-295-8107
Carolyn Cross (Recorder)	USEPA	Tel: 919-541-3151 Fax: 919-541-4101